

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2000 - JUNE 30, 2001**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library

Division/Unit: -

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	<u>1,721</u>	Hours	<u>67,143</u>	x	\$15.39	=	\$1,033,331
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Types of work performed by GENERAL VOLUNTEERS in this category: Performing clerical work, assisting with programs, processing books and magazines, tutoring adult literacy learners, reading to children, delivering books to the homebound, phoning for return of overdue materials, helping with homework.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	<u>122</u>	Hours	<u>3,858</u>	x	\$ 15.39	=	\$ 59,375
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: Clerical work, processing books and other library materials,

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
Investment wkshop presenters					
Perfomers; paleontologist	65	x	\$ 200	=	\$ 13,000
Literature program presenter	1		\$ 175		175
Screenwriter's wkshop;	17		\$ 125		2,125
Storytellers	13		\$ 75		975
No. Vol	<u>164</u>	Total Hours	<u>3,788</u>	Total Value	<u>\$ 95,716</u>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Computer maintenance	24		\$50		\$ 1,200
Musical performer	2		\$37.50		75
Software, Internet wkshops	84		\$30		2,520
Homewk Success Workshop;	104		\$25		2,600
Tutoring; autistic children expert					
Learning Center Manager					
Educational activities leader	26		\$22		\$ 572
Sing-along programs; mural artist	11		\$20		220
Internet docents	3431		\$21.03		\$ 72,154
Book repair, cataloging	10		\$10		\$ 100

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a: <u>1,721</u>	<u>67,143</u>	<u>\$ 1,033,331</u>
2b: <u>122</u>	<u>3,858</u>	<u>\$ 59,375</u>
2c: <u>164</u>	<u>3,788</u>	<u>\$ 95,716</u>
TOTALS: <u>2,007</u> <u>74,789</u> \$ <u>1,188,422</u>		

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
Refreshments;	\$ <u>see total below:</u>		\$ <u></u>
craft supplies;			
sign; bench;	\$ <u></u>		\$ <u></u>
flower box; hummingbird resource ctr;			
magazine shelf; dustbuster; flashlights;			
summer reading program prizes; pinata.			
TOTAL VALUE \$ <u>3,689.85</u>			

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 6,711.5 x Rate \$ 14.36 = \$ 96,377

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 90 x Rate \$ 29.19 = \$ 2,627.10

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<u>Volunteer recognition items</u>	<u>\$4,213.00</u>
<u>Management attendance/volunteer events</u> <u>for 31 branch libraries</u>	<u>1,262.15</u>
<u>Clerical support</u>	<u>984.27</u>

TOTAL OF OTHER PROGRAM COSTS = \$ 6,459.42

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 105,463.52
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ <u>1,188,422.00</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ <u>3,689.85</u>
ADD a + b	\$ <u>1,192,111.85</u>
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	(\$ <u>105,463.52</u>)
TOTAL PROGRAM BENEFIT	\$ <u>1,086,648.33</u>

6. **RECRUITING:**

Please describe your recruiting programs:

County of San Diego website; San Diego County Library website; media releases; County Television Network; United Way Volunteer Center; library staff speaking with potential volunteers; Area Agency on Aging's Retired Senior Volunteer

Program; READ San Diego Adult Literacy Program.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

County Board of Supervisors' Volunteer of the Year and Volunteer of the Month recognition events, televised on County Television Network; branch library recognition events during Volunteer Recognition Month; Multigenerational Grandparents and Books read-aloud-to-children program in branch libraries; Teenagers planning and presenting programs for young children; volunteers

phoning to request return of overdue materials.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain high level of volunteer use; match volunteer interests to the most appropriate tasks needing volunteer support; recognize volunteers with special events and expressions of appreciation throughout the year.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail ezyrofli@sdcl.org

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 070 E-Mail ezyrofli@sdcl.org

10. **DEPARTMENT CERTIFICATION:**

Marilyn C. Crouch
DEPARTMENT HEAD SIGNATURE

Marilyn C. Crouch, Library Director

July 20, 2001
DATE

Item no. 6

The department does not have a formally established recruiting program for volunteer services. The department staff which includes the agricultural and weights and measures inspectors and the insect trappers out in the field, the county veterinarian, vet pathologist and lab technicians on the job, watershed and environmental staff, the agricultural commissioner, deputies, and others directly and indirectly advertise the functions and goals of the Department of Agriculture, Weights and Measures. This plus the department participation in a number of job fairs may interest many students and non-students who then call the department to volunteer services in varied ways. Other sources of volunteers for the department include the Regional Occupational Program (ROP), Mesa College, UCSD and SDSU who periodically send students for volunteer services as part of the required internship program for registered veterinary technicians. The Department has a description of possible internships on file with the UCSD and Southwestern College.